

S-E-C-R-E-T

5 March 1968

OFFICE OF FINANCE INSTRUCTION NO. 105, REVISED

SUBJECT : General - Decentralization of Confidential Funds  
Certifying Authority at Headquarters

SPECIFIC: Instructions for Document Processing

1. PURPOSE

This Instruction sets forth procedures covering the flow and control of vouchers and supporting documents involved in the certification for payment or credit of confidential funds transactions between decentralized locations and the affected Office of Finance components. The types of transactions authorized for certification at decentralized locations are categorized in Office of Finance Instruction No. 104.

2. DECENTRALIZED LOCATIONS

- 25X1A a. Type Document Control forms, six part Form 238, for all vouchers, including both vouchers certified decentrally and vouchers transmitted for certification by the Office of Finance. Number Forms 238 (except those attached to travel vouchers) in sequence as issued in the "Control No." block, [REDACTED]

25X1A [REDACTED] Also enter this same number in the upper right corner of the voucher. Retain the number 1 copy of this form for record purposes. Attach copies numbered 2 through 6 to the voucher prior to transmittal. A completed sample Form 238 is attached. (Figure 1)

- b. Transmit the original of each voucher (original and one copy of each travel voucher) with supporting documents attached as follows:

(1) To Monetary Division:

Certified vouchers requiring disbursements, except those covered in paragraph b(2) below, will be hand carried or transmitted via the Agency courier system to the Monetary Division at Key Building (Room 712) or may be hand carried to the Monetary Division Disbursing Office at the Headquarters Building (Room 6E 29). Vouchers requiring non-cash disbursements (checks, bank deposits, etc.) normally will be hand carried or transmitted by courier to Monetary Division at Key Building.

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GROUP 1

Excluded from automatic  
downgrading and

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(3) To Office of Finance Registry:

All other vouchers except travel vouchers will be transmitted to Office of Finance Registry, Key Building (Room 616) by Agency mail or by hand carry. These may include, but are not limited to (a) certified vouchers not requiring disbursement, (b) vouchers transmitted for certification by the Office of Finance, (c) certified vouchers extending the due dates of advances, and (d) any vouchers that decentralized certifying officers question and elect not to certify even though certification authority for the type of transaction involved has been delegated to them. Vouchers in category (d) above should be accompanied by an attached statement of the certifying officer's reason for not certifying. The routing portion on the right hand side of Form 238, Document Control, attached to all vouchers should indicate the Division within the Office of Finance to which the document should be delivered. (See Figure 1)

(4) To Central Travel Branch:

Travel vouchers will be transmitted to the Central Travel Branch, Headquarters Building (Room 1D-10) by Agency mail or by hand carry.

- c. For each voucher certified at a decentralized location, complete the accounting classification portion of the voucher in accordance with the Financial Coding Guide issued by the Office of Finance.

3. MONETARY DIVISION AND COMPENSATION AND TAX DIVISION

- a. A copy of Form 238, Document Control, will be detached from all vouchers received directly from decentralized components and forwarded to the Office of Finance Registry by the receiving Division for central control after indicating receipt of the voucher on the Document Control Form.

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- b. Certified vouchers received by Compensation and Tax Division pursuant to paragraph 2b(2) above will be transmitted to Monetary Division upon completion of the C&TD action, with a copy of Form 238 being sent to Registry.
- c. Certified vouchers involving cash disbursements will be paid by the Monetary Division either at the Headquarters Building (Room 6E-29) or at Key Building (Room 712). Certified vouchers involving payments other than cash will be processed by the Monetary Division, Key Building; when so requested the checks or other disbursing media will be returned to the Monetary Division, Headquarters Building for pickup.
- d. Upon completion of processing, vouchers will be transmitted to the Accounts Division, Office of Finance.
- e. Office of Finance Registry will be advised by the use of Form 238, Document Control, of any certified vouchers returned for any reason to decentralized locations.

4. OFFICE OF FINANCE REGISTRY

- a. The Office of Finance Registry will distribute to the affected components of the Office of Finance all confidential funds vouchers received from decentralized locations.
- b. A copy of the Form 238, Document Control, will be detached for central control purposes from all such vouchers received.
- c. Upon receipt of advice of vouchers returned to decentralized locations, the control copy of Form 238 shall be annotated to indicate date of such return.

5. ACCOUNTS DIVISION

- a. All vouchers will be transmitted to the Office of Finance Registry after processing.
- b. Office of Finance Registry will be advised of any certified vouchers returned for any reason to the decentralized locations.

6. ACCESS FOR REFERENCE TO VOUCHERS

Access by Decentralized Certifying Officers to vouchers and related documentation, which support the official accounts of the Agency and which must remain under the control of the Office of Finance at all times will be provided under procedures as follows:

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- (a) All requests by Decentralized Certifying Officers for access to vouchers supporting the official accounts of the Agency will be made directly to the Registry Unit, Support Staff, Office of Finance, 616 Key Building.
- (b) The Registry Unit will permit the requesting Decentralized Certifying Officer to review any vouchers and supporting documentation relating to financial transactions or allotments under control of his component of assignment. In order to insure that these files and records remain under the control of the Office of Finance at all times, they will be reviewed at the Registry Unit or at the OF/Disbursing Office, 6E-29 Headquarters Building.
- (c) Vouchers will be forwarded to the OF/Disbursing Office via the Monetary Division courier system. Upon arrival of the records at 6E-29 Headquarters, the requesting Certifying Officer will be advised by the Office of Finance employee at the Disbursing Office that the records are available for his inspection. The documents should be reviewed as soon as practicable to permit their timely return to the Registry Unit.
- (d) The Registry Unit will maintain a register of all vouchers and documentation transmitted to the OF/Disbursing Office for review by Decentralized Certifying Officers, showing a concise description of the voucher or document, the requesting Certifying Officer's name and component of assignment, time and date sent to OF/Disbursing and time and date returned.
- (e) Upon request, the Registry Unit may reproduce and furnish to Budget and Fiscal Officers, for retention, copies of individual vouchers relating to financial transactions or allotments under the control of the requesting Budget and Fiscal Officer's component of assignment.

  
R. H. FUCHS

Director of Finance

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FIGURE 1

Attachment to OFI No. 105  
Revised

COMPLETED SAMPLE FORM 238

FORM NO. <b>238</b>		REPLACES FORM 35-1 WHICH IS OBSOLETE		<b>DOCUMENT CONTROL</b> (13-480) (MFG. 3-67)	
1 MAY 56		SEC. CL. ORIGIN			
		(Payee)		CONTROL NO. <b>38-1</b>	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
6/16/68		6/16/68			
TO FROM AF (MOR #4568-68) SUBJ. Reimb. Voucher - \$14.94				ROUTING	DATE SENT
				O/F Reg.	6/17
				C&L Div	
COURIER NO.	ANSWERED	NO REPLY		<b>1</b>	

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